



International Civil Aviation Organization

Secondment Opportunity

POSITION INFORMATION

Post Title:	Legal Officer	Duration of Secondment:	2-3 years
Grade Level:	P - 3	Deadline for applications:	Until filled
Duty Station:	Montréal, Canada	Date for entry on duty:	Q4 2025

THE ORGANIZATIONAL SETTING

The Legal Affairs and External Relations Bureau (LEB) undertakes the international air law programme with a view to strengthening the international legal framework to address current and emerging civil aviation challenges effectively through the Chicago Convention, its Annexes and other air law instruments. LEB further provides advice and assistance on legal and external relations matters generally and in support of other Strategic Goals and Enablers of ICAO, and develops and implements the communications programme.

Pursuant to the ICAO Strategic Goal of *International Civil Aviation Convention, other Treaties, Laws and Regulations Address All Challenges*, LEB carries out two projects under the international air law programme: (i) promoting widespread ratification and implementation of international air law instruments, and (ii) facilitating the development of international air law instruments and guidance material in response to emerging challenges and opportunities. The Director of LEB serves as Secretary to the Legal Committee and LEB also supports various working groups, task forces and study groups in conducting research and study of subjects of international law, in particular, international air law. LEB provides comprehensive Secretariat support for the administration of the settlement of differences pursuant to Chapter XVIII of the Chicago Convention.

In supporting other Strategic Goals and Enablers of ICAO, LEB provides legal advice and opinions to the ICAO Member States, Governing Bodies, President of the Council and the Secretary General, and other ICAO Bureaus and Regional Offices on any issue of law, and in particular on international law and air law; reviews all agreements and contracts; participates in the system of administration of justice; and performs the treaty depositary and aeronautical arrangements registration functions of the Organization.

With regard to external relations matters, LEB is responsible for maintaining close and harmonious working relations with Member States; serving as focal point for the Organization's relations with the Host Government; carrying out liaison and protocol functions; and monitoring and providing policy guidance and advice on current political events which might affect ICAO.

In terms of communications, LEB develops and implements a comprehensive communications programme and acts as the principal point of contact for all media-related activities.

The incumbent reports directly to the Deputy Director of the Legal Affairs and External Relations Bureau (DD/LEB) who will provide supervision, including guidance on procedural matters, delegation and distribution of tasks, and decisions on priorities.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Carries out research on various topics in international law including diplomatic and consular relations, intellectual property, information technology, data protection and privacy, contracts, competition law, administrative law and dispute resolution, achieving results such as:

- Conduct specialized research projects in diverse areas of international law.
- Provide accurate and up-to-date information relating to the areas of research.
- Collect relevant data, practices, procedures and usage relevant to the legal work of the Organization.
- Analyze, if necessary, the views and positions of States, international organizations and other entities on a particular issue.
- Prepare briefs and assist in cases before judicial, arbitral and other dispute resolution bodies.

Function 2 (incl. Expected results)

Prepares or assists in the preparation of legal advice to the Assembly, Council, Secretariat, Member States of ICAO, other organizations and individuals, achieving results such as:

- Prepare timely and appropriate replies to correspondence, enquiries, inter-office memoranda and other requests having legal implications.
- Draft legal opinions or legal memoranda on questions which may arise in the various bodies of the Organization, including questions concerning the interpretation of the Chicago Convention and the Annexes thereto, as well as other international air law instruments.
- Participate in negotiations and meetings requiring legal advice or expertise.

Function 3 (incl. Expected results)

Drafts or reviews agreements, memoranda of understanding and other instruments to which the Organization is a party, achieving results such as:

- Prepare or review key provisions of agreements, including privileges and immunities, liabilities etc. to protect the Organization's legal interests.
- Develop new legal forms and contractual templates (including on data protection and privacy matters) with a view to improving contract management.
- Develop proposals related to components of legal instruments such as treaty texts, internal regulations, policies and other materials based on standard practice.

Function 4 (incl. Expected results)

Provides secretariat support to various meetings of the Organization including the Assembly, Council, Legal Committee, Working Groups, Secretariat Study Groups, Task Forces, and other similar bodies, achieving results such as:

- Prepare notices, orders of business, working papers, background reference material and other documentation for the meetings.
- Participate in the meetings.
- Handle administrative and/or protocol matters relating to the meetings, such as collection and verification of credentials, communication with delegations, etc.
- Develop working papers and speaking notes on legal subjects for the Assembly, Council, Legal Committee, and other representative bodies of the Organization.
- Draft reports of the meetings.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The work of the seconded P-3 Legal Officer is expected to support LEB in conducting studies on items under the General Work Programme of the Legal Committee and in providing legal advice to States and various bodies of the Organization and offering secretariat support for meetings in the legal field. This will help to alleviate the problem of inadequate staffing, which is one of the mitigation measures in LEB's risk register.

WORK RELATIONS AND CONTACTS

Title and level	Purpose
a) Inside the Organization <ul style="list-style-type: none">• Legal Officer in LEB	To work as a team member of LEB; to seek guidance from the supervisor and other colleagues; to clarify and discuss with legal officers on the tasks assigned.
<ul style="list-style-type: none">• Other Bureaus/Offices	To exchange information; to discuss and clarify related documents, etc.
b) Outside the Organization	
<ul style="list-style-type: none">• Member States	To exchange information; to seek clarification, etc.
<ul style="list-style-type: none">• International Organizations	To exchange information; to seek clarification, etc.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

An advanced level university degree (Master's degree or equivalent) in Law, including international law, air law, or a related field, is required. A first-level university degree in combination with an additional two years of qualifying experience in Law, including international law, air law or a related field, may be accepted in lieu of the advanced university degree.

Professional experience

Essential

- A minimum of five (5) years' experience in work related to the practice of international law, of which at least three years should have been in the service of a national government or international organization.
- Experience in the analysis and drafting of legal opinions and instruments.
- Practical experience in conducting negotiations with government and multinational organizations.
 - Experience within the aviation industry.
 - Practical experience working in the field of international affairs, including experience with diplomatic privileges and immunities.

Languages

Essential: Fluent reading, writing and speaking abilities in English.

Desirable: A working knowledge of any other language of the Organization (Arabic, Chinese, French, Russian, Spanish).

Competencies

Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style, and format to match the audience; demonstrates openness in sharing information and keeping people informed.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Client orientation: Considers all those to whom services are provided to be clients and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Technological awareness: Keeps abreast of available technology, understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

MODE OF SECONDMENT

The duration of the secondment is two to three years, which can be extended subject to mutual agreement between ICAO and the sponsor of the seconded person.

ICAO may avail itself of the services of personnel seconded by governments, other international agencies or educational, scientific, research or other institutions. Seconded personnel are engaged under a Trust Funded or Gratis (detached expert) arrangement, in accordance with terms and conditions stipulated in a Memorandum of Understanding between ICAO and sponsor of the seconded person. During the period of assignment with ICAO the seconded individual will be considered an "Official" of ICAO.

Once engaged by ICAO the seconded individual will be under the sole authority of the Secretary General of ICAO and all relationship with the releasing Government/Agency will be held in abeyance during the period of employment with ICAO.

As detached expert: The individual is detached from the releasing Government/Agency but is assigned to work for ICAO.

Trust Fund arrangement: Funds are deposited by the Government/Agency with ICAO for the purpose of engaging personnel normally subject to the stipulations of a Memorandum of Understanding.

NOTICE TO CANDIDATES

ICAO does NOT charge any fees or request money from candidates at any stage of the selection process, nor does it concern itself with bank account details of applicants. Requests of this nature allegedly made on behalf of ICAO are fraudulent and should be disregarded.